

Planning Development Review Process

STEP 1

Preliminary Review

Provide informal plans, sketches and concepts for staff review. Comments from multiple City departments will identify any major issues with your project.

3-4 week staff review.

STEP 2

Work Session

Informal work session with Planning Commission to review the project and provide high level comments and feedback.

Not applicable to all project types. Discuss with Planning staff.

STEP 3

Formal Application

Submit formal application materials - architectural, civil, utility and landscape plans; and other documents. Plans are reviewed by City departments and outside agencies.

30-day staff completeness review.

Environmental Review

Negative Declaration or Mitigated Negative Declaration - 4 to 5 months.
Environmental Impact Report - 6 to 12 months.

Processed concurrent with Formal Review. Outside consultants may be contracted. Discuss with Planning staff.

STEP 4

Zoning Administrator (ZA)

ZA reviews and takes action on small planning applications. Other projects proceed to Planning Commission.

Not applicable to all project types. Discuss with Planning staff.

Revisions

Make revisions to project plans to address comments from City staff. Go back to step 3 and submit revisions.

Multiple revisions may be required. Discuss with Planning staff.

STEP 5

Planning Commission (PC)

PC public hearing for approval, conditional approval or denial; or to forward a recommendation of approval, conditional approval, or denial to the City Council.

Submit final documents 6 weeks prior to hearing.

STEP 6

City Council

City Council public hearing for projects forwarded by PC in step 5.

Submit final documents 4 weeks prior to hearing.

Development Agreements require approval by the City Council. Discuss with Planning staff.

Proceed to Building plan check after City Council approval. Refer to separate handout.

